

# FAQs from the SIMS User Forum- November 2018

## FAQs;

### Could Capita write a patch to remove all old files in line with Management Information requirements e.g. 'older than 30 years'?

This would be similar to the bulk deletion of the student **record** that will be coming in through the upgrade process. When that comes in you will be able to select a year (let's say 1999) and then any records from 1999 or later (1998/97/96 etc) will be deleted. I think this would then bring your data in line with the requirements.

However we will make a change request with capita for this function/ patch.

### What user groups have access to bulk delete students?

The following have access to the bulk delete student data routine;

Partnership server manager

School administrator

### Does having the parent lite app pass the responsibility of data collection to the parent?

This is more of a policy issue than a question about how SIMS works. I would refer to the ICO website, your DPO or the DfE.

### How do you delete the unlinked contacts after a child has left the school?

There is a good housekeeping guide on the support portal which covers this. Follow this link- <https://support.eisit.uk/wp-content/uploads/2018/02/18-E016-Housekeeping-Routines-in-SIMS.pdf> and refer to page 4.

### Can you use the parent app as a data collection for new students to the school?

Currently you can only get data collected for students who are 'on roll'. You can manually invite parents early but they won't have access to the data collection part until their children are on roll.

There is a change request on Capita's website for this as it seems to make sense and I have added a vote!

### Can you add in consent permissions to the parent app for things like photo, curriculum permissions?

Parental consent permissions can be collected via the parent lite app. These are the consents held in panel 12 of the student record. If you need to add to these consents you can do that through the tools routine. Please click on this link to see our support video for adding parental consent options <https://support.eisit.uk/info-notice/parental-consents-video/>

### What remains on the student record once the data has been deleted (the core record that isn't deleted)?

In our testing the data that is left is as follows, and would be seen on a Person Data Output report;

Area	Comments
Basic details	Name DOB Role Gender
Address	
Registration details	Admissions number

	Admission and leaving date UPN The last year they were taught in Student status
Telephone number	
Parental/ contact information	The names, relationship, priority, parental responsibility and court order
Meal patterns	
Eligibility for free school meals	
Medical details	
Additional information	
School history	
Previous school attendance	
User-defined fields	
Group memberships	
Session attendance details	Registration groups
Linked documents	Still there

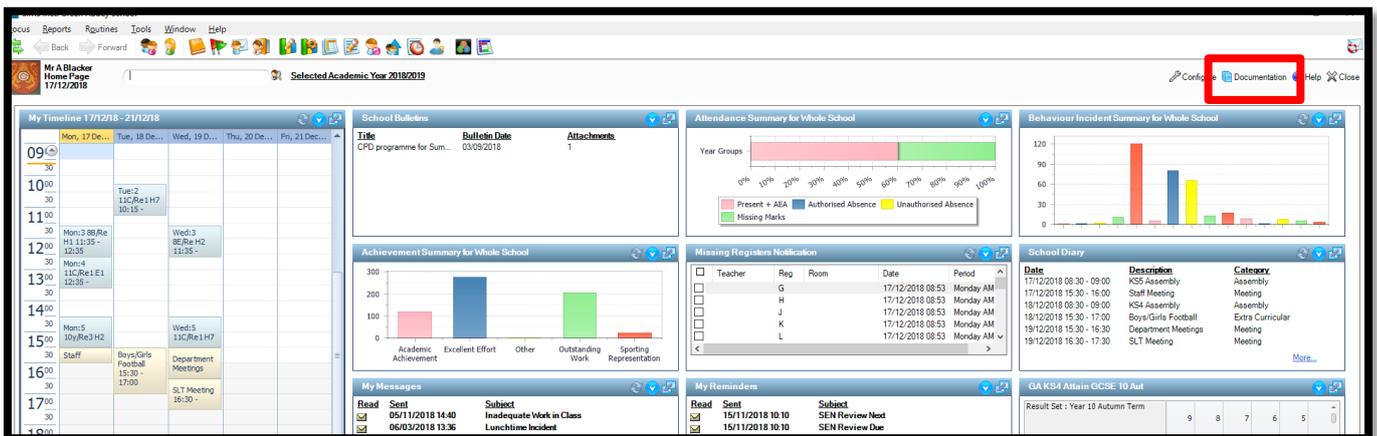
**Please provide links for procedures on parent app lite, using housekeeping routines, permission spreadsheet and check 99.**

Parent app lite link- <http://simspublications.com/876223/resources.html> (these are resources for the full app, but the registration and set up are the same. The full app gives access to other elements of the app over and above the data collection functionality).

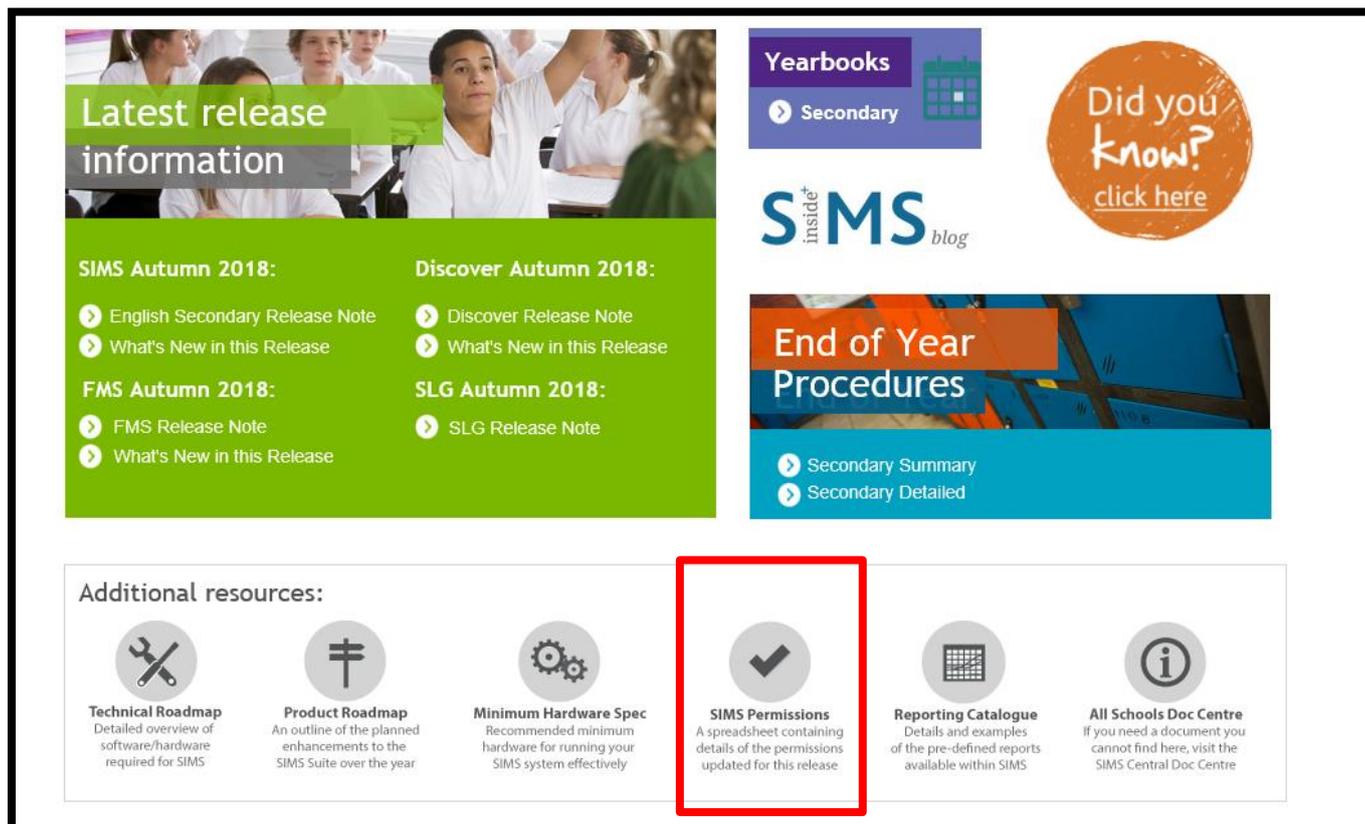
Housekeeping routines link- <https://support.eisit.uk/wp-content/uploads/2018/02/18-E016-Housekeeping-Routines-in-SIMS.pdf>

Check 99 link- <https://support.eisit.uk/wp-content/uploads/2018/07/18-E071-CTF-import-problem-patch-and-db99check-1.pdf>

Permissions spreadsheet- This is found in the documentation section on the SIMS homepage.



Then scroll to the bottom and select SIMS permissions.



### How does hosting keep workplace census information secure when saving on SIMS shared drive ready for exporting?

All hosted schools are held on site in secure servers. Only staff with the required permissions through KLZ can access the folders that the census is stored on. These permissions would have to be requested via the school and with the Headteacher’s authorisation.

### Is SAR the same as FOI?

SAR (Subject Access Request) is not the same as an FOI (Freedom of Information (request)). From the ICO website; <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

“The Act (*freedom of information*) does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.” Now GDPR. FOIs are meant for public authorities as a whole rather than individuals.

### Does the bulk data delete free up space?

In our testing the bulk delete doesn’t in itself free up space.

### Is ‘my documents’ considered a secure area with respect to GDPR requirements?

I am not sure if this refers to SIMS or your own computer.

If you are saving files such as the census returns in ‘my documents’ and they have no protection that could be an issue. At a minimum the return should have password protection,

and ideally stored on a password protected/ permission restricted folder that only the right people in school have access to.

If you are talking about the linked documents in SIMS then these are protected

**Are uploaded 'communication' documents i.e. absence letters printed as part of the SAR or should these be printed separately?**

Information that has been put on SIMS in the communication log will show up in the DPO report;

Intervention Details						
No	Start Date	End Date	Intervention Name	Area	Planned Sessions	Sessions Attended
1	12/06/2017	21/07/2017	Year 6 - Year 7 transition taster workshops	Other	12	12

Communication Details						
No	Date	Type	Communicatee	Communicator	Direction	Summary Notes
1	17/12/2018 12:53	Telephone	Mr Daniel Aaron	Mr Adrian Blacker	Sent	spoke to dad again and he will go onto report
2	17/12/2018 12:52	Letter	Mrs Judith Aaron	Mr Adrian Blacker	Received	Doctors letter sent in to inform us of the diagnosis
3	17/12/2018 12:52	Telephone	Mr Daniel Aaron	Mr Adrian Blacker	Sent	Discussion about the behaviour of Jason in class the other day.
4	14/12/2018 12:50	Telephone	Mr Daniel Aaron	Mr Adrian Blacker	Received	absence report

If the document has been uploaded as a linked document then the information referring to this is displayed, but the actual document is not printed. This document would need to be printed separately, but you have a list to work from that is generated in the DPO report;

Religious Ed	Key Stage 3	Religious Ed (KStg3)	01/09/2017	20/07/2018	20/07/2018	Completed
Science	Key Stage 3	Science (KStg3)	01/09/2017	20/07/2018	20/07/2018	Completed
Technology	Key Stage 3	Technology (KStg3)	01/09/2017	20/07/2018	20/07/2018	Completed

Linked Documents					
Type	Last Updated	Summary	Note	Document Attached	Attachment Name
General Document	17/12/2018	report	report that he was on for term 1	Yes	census validation errors resolutions.pdf

**How does the exams module take into consideration the GDPR regulations?**

The exams module is seen as the same as SIMS itself. The information contained in the module is protected via your log in password and the permissions that are set on the system. However data contained in the related EXAMIN, OUT and HOLD directories should be cleared out at regular intervals, as you would with any other location that you export sensitive SIMS data (for example CTF files). If there are specific questions around this then please log a call for us to answer in a more focused way.